

U.S. Army Corps of Engineers



YOUR LEAVE

Employees are provided with time off from their jobs with pay, subject to certain rules, some of which are covered here. Your right to take leave is recognized by your supervisor, who will approve requests for time off. However, your cooperation is expected in trying to arrange your leave at such times as you can be spared from your work. You must therefore get permission from your supervisor before you take any leave, except in an extreme emergency when the need cannot be foreseen. Your current balance for annual and sick leave is indicated on your bi-weekly leave and earnings statement (LES).

ANNUAL LEAVE. Used for vacations and necessary personal business (general time off). Annual leave is computed based on total number of years of creditable federal service, including active duty military time.

Annual leave for Full-Time employees is accrued as shown on the chart below:

| YEARS OF SERVICE | BY-WEEKLY ACCRUAL |
|----------------------------------|----------------------|
| Less than 3 years | 4 hours |
| 3 years or more but less than 15 | 6 hours |
| 15 or more years | 8 hours |

Annual leave for Part-Time employees with prearranged regularly scheduled Tours of Duty is accrued as shown on the chart below:

| YEARS OF SERVICE | ACCRUAL |
|----------------------------------|---|
| Less than 3 years | 1 hr A/L for every 20 hrs in pay status |
| 3 years or more but less than 15 | 1 hr A/L for every 13 hrs in pay status |
| 15 or more years | 1 hr A/L for every 10 hrs in pay status |

New employees may use their annual leave as they earn it during their first 90 days if the appointments are for 90 days or longer.

Accumulated Annual Leave. If you are employed in the United States, a maximum of 30 days (240 hours) of annual leave may be accumulated and carried over from one year to the next. Any hours in excess of the maximum amount not used during the leave year will be lost (use or lose!). While serving overseas, the maximum accumulation is generally limited to 45 days (360 hours).

Additional Annual Leave for Overseas Employees. Leave in addition to the regular accrued annual leave is authorized for overseas employees. This additional leave is termed “home leave” and the number of days depends upon where you are located. Leave free travel time to the United States is also granted.

Advance Annual Leave. Annual leave may be advanced, but only in an amount that will not exceed the leave the employee can be expected to accrue by the end of the leave year.

Annual Leave upon Separation. Upon separation from Government service, employees are entitled to payment of all accumulated annual leave and any unused restored annual leave.

SICK LEAVE. Sick leave is earned at the rate of 4 hours for each full pay period worked (13 days a year for full time employees). Part-time employees earn sick leave at the rate of one hour for every 20 hours in pay status. Sick leave accrues at a rate of 13 days per year for all full-time employees regardless of grade or length of service. There is no limit to the amount that may be accumulated. You may use sick leave when you are too ill to work, or for medical, dental, optical examination or treatment, an operation, convalescence, or purposes related to the adoption of a child. Judicious use of sick is advised even though there is no restriction on its accumulation. This is like money in the bank because it ensures continued pay during extended illnesses.

Bone marrow or organ donor leave. Bone marrow donors are entitled to seven days of paid leave in a calendar year. For organ donors the paid leave is 30 days in a calendar year. When additional recuperative is required employees may use any combination of sick and/or annual leave.

Federal Employees Family Friendly Leave Act (FFLA). Allows employee to use between five and 13 days of paid sick leave per year to care for ill family members in addition to personal use (for conditions for which the employee, if afflicted personally, would qualify for sick leave). It also allows use of sick leave (subject to the overall use limitations) to make arrangements for, or to attend the funeral of a family member.

Notice and verification. If you must be absent on account of illness, you must ordinarily notify your supervisor within 2 hours after the start of your workday. Failure to do so may result in a charge of absence without official leave (AWOL). Absence for medical, dental, or optical examinations and treatment must be approved in advance. If the requirement for sick leave persists for more than three days, your supervisor may require a report from a doctor “or other administratively acceptable evidence” certifying as to the need for extended sick leave.

Advance Sick Leave. Sick leave, not to exceed 30 days, may be advanced to employees in case of serious disability or ailment.

Crediting sick leave upon departure from the service. When you leave the Federal government, sick leave may be recredited in full to sick leave accounts upon return to Federal service, regardless of the duration of the break-in-service. For CSRS employees, upon immediate retirement, the sick leave remaining in your account is added to your years of service on a prorated basis. No credit is given for sick leave when you retire under the Federal Employees Retirement System (FERS).

SHORE LEAVE. Employees on ocean-going vessels earn shore leave while the vessel is operating outside its normal area of operations.

COURT LEAVE. If you are summoned to court as a witness for any case in which the Federal, state, or local government is a party to the proceedings or if you are called to serve on a jury, you will be allowed absence from duty with pay and no charge will be made against annual leave.

MILITARY LEAVE. If you are a regular full-time employee, your appointment is not limited to one year or less, and you are a member of a military reserve organization, you may be granted military leave without loss of pay for purposes of active duty. Part-time employees are entitled to military leave on a prorated basis. Military members who are called to active duty to provide military aid to enforce the law are entitled to 22 workdays leave.

MATERNITY LEAVE. Authorized absence from duty in maternity cases may be a combination of sick leave, annual leave, and leave without pay. Only annual leave or leave without pay may be used in cases of paternity.

FAMILY AND MEDICAL EMERGENCY LEAVE. The Family and Medical Emergency Leave Act of 1993 (FMLA), provides covered federal employees with entitlement to 12 work weeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such a son or daughter.
- The placement of a son or daughter with the employee for adoption or foster care.
- The care of a spouse, son, daughter, or parent of the employee who has serious health condition.
- The care of a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

This unpaid leave is in addition to any paid annual and sick leave, or compensatory time off available to the employee. In addition, an employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA.

To be eligible for Family and Emergency Medical Leave employees must have completed at least one year of civilian service with the government and must provide a physician's statement indicating why the additional time is required. Temporary and intermittent employees are excluded from coverage.

LEAVE WITHOUT PAY (LWOP). Permission for LWOP must be requested by the employee in writing and in advance. Generally, approval is based on the reasonable expectation that you will return at the end of the approved period. It is advisable to take note that depending on the length and the reason for taking LWOP, approved LWOP may have an impact on: annual leave, sick leave, waiting periods for within-grade increases, health and life insurance, and service computation date.

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL). AWOL results from an employee's absence

from the work site without supervisory approval. AWOL may result in disciplinary action.

TARDINESS AND BRIEF ABSENCES. If you are tardy or absent from duty without adequate excuse, you may be charged with AWOL in 15 minute increments.

LEAVE TRANSFER PROGRAM. This Government-wide program is for employees who have exhausted all of their available leave and are experiencing a medical or family emergency. Employees can receive donations of annual leave from fellow employees to help ease financial hardship that would be caused by being forced to take extended leave without pay (LWOP) or resign from their jobs. To be eligible to receive leave under this program, the employee must have used all available leave and be anticipated to be in an unpaid status for a least 24 hours.

EXCUSED ABSENCE. With few exceptions Government agencies determine administratively the situations in which employees will be excused from duty without charge to leave. Listed below are some of the situations that employees may be excused without charge to leave.

Blood Donation. If you volunteer to give blood to a blood bank, you may be excused from work without charge to leave. You are authorized a maximum of 4 hours of excused absence on the day the blood is donated.

Funerals. Up to 4 hours of excused absence may be permitted for participating in military funeral ceremonies for members of the Armed Services whose remains are returned from abroad for final internment. Up to 3 days may be granted without loss of pay or charge to leave to arrange for or attend the funeral or memorial service of an immediate relative who died while serving as a member of the Armed Services in a combat zone.

Climatic Conditions. When operations are interrupted by hazardous weather conditions and a decision is made by the Commander to close the District Office or an Area, Resident, or Project Office, employees may be excused from duty without charge to leave or loss of pay.

Voting and Registration. When the polls are not open at least 3 hours before or after the regular hours of work, excused absence may be authorized in an amount that will permit reporting for work 3 hours after the polls open or leaving from work 3 hours before polls close whichever requires the lesser time off.